



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## INTERPRETER SUPERVISOR

Job Number: 20001073

Job Code: 51080V161016

Job Group: 5100 - ALLIED EDUCATION

Job Established: 10/16/2003

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a supervisor and performs professional interpreting/transliterating services of settings; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

See Special Requirements.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be a Board-approved supervisor and possess a full license as an interpreter issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing. <http://www.kbi.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns and evaluates the work of interpreters. Develops a plan of supervision and communicates with the Kentucky Board of Interpreters for the Deaf and Hard of Hearing and provides for the training and development of interpreters. Supervises the delivery of interpreting services and performs professional interpreting services. Designs, promotes and conducts workshops on a statewide basis. Interprets and enforces agency policy and procedures. Interprets using sign language and/or oral communication in a wide variety of settings, which demand the understanding of technical vocabulary. Provides interpreting for all persons who require these services including deaf/blind persons. Responds to inquiries about the interpreter services and conducts outreach efforts to increase awareness of interpreting and serving deaf and hard of hearing constituents.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Interprets in a wide variety of settings and in situations that requires intense concentration and physical endurance. Requires frequent overnight travel both in and out of state.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*